

## STATE OF HAWAII REQUEST FOR EMERGENCY PROCUREMENT

TO: Chief Procurement Officer

FROM: \_\_\_\_\_  
(Department/Division/Agency)

Pursuant to §103D-307, HRS and Subchapter 10, Chapter 3-122, HAR, the Department requests approval for this emergency procurement.

Date: _____	<b>After the fact:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
Nature of the Emergency:	

Vendor:	Amount:
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Description of goods, services, or construction to be purchased:
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Reason for Vendor Selection:
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Direct questions to: \_\_\_\_\_ Phone: \_\_\_\_\_

***I certify that the information provided above is, to the best of my knowledge, true and correct.***

_____ Department Head or Designee	_____ Date
_____ Title (If other than Department Head)	

Chief Procurement Officer's Comments:
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☐ APPROVED                      ☐ DISAPPROVED

_____ Chief Procurement Officer	_____ Date
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